

**Local Ballot Question**  
**Committee's Report of Receipts and Expenditures**

To be filed with the  
Local Election Official at

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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See page 8 of the Guideline Book for specific instructions on completing this report.

Name of Committee \_\_\_\_\_

Committee Treasurer \_\_\_\_\_ Phone \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_

Indicate which measure(s) the committee was involved with during the reporting period and whether the measure was supported or opposed.

\_\_\_\_\_  
Type of Report (check one):

\_\_\_\_\_ Preelection report due 10 days prior to the election complete through 17 days prior to the election

\_\_\_\_\_ Postelection termination statement due 30 days after the election  
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The following verification must be completed before submitting report.

**VERIFICATION OF PERSON MAKING REPORT**

I \_\_\_\_\_ (print name legibly), certify  
that I have examined this report and to the best of my knowledge and  
belief it is true, correct and complete.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Committee Treasurer or Chairperson

## **Local Ballot Question Campaign Finance Reporting Instructions**

SDCL 12-25-19.2 covers local ballot question committees: "Any person or political committee involved in the referral or initiation of any question at any election, other than a statewide election, shall file with the person in charge of that election detailed statements of all valuable considerations received, obligated or paid by that person or committee. A preelection statement shall be filed ten days prior to the election and be complete through the seventeenth day prior to the election. A postelection termination statement shall be filed thirty days following the election and shall include all receipts and expenditures not included in the preelection report. The termination statement shall indicate the disposition of any remaining funds or obligations of such person or committee. The statements shall include the name and address of any person contributing an aggregate of one hundred dollars or more to such person or political committee for the election. A report postmarked on or before the date due is properly filed. A violation of this is a Class 2 misdemeanor."

The following comments may assist proper completion of the forms.

**COVER PAGE** -- Complete fully. The verification should be signed by the person who is responsible for the information contained in the report. This signature must be notarized.

**SCHEDULE A - DIRECT CONTRIBUTIONS** -- Please note the instructions in the report. If a contributor gives total contributions of \$100 or more in a calendar year the contribution must be itemized. For itemized individual contributors, the name, residence address and place of employment must be listed. For itemized political party and PAC contributors, the name and address must be listed. All PAC contributions of any amount must be itemized.

**SCHEDULE B - FUND-RAISING EVENTS PROCEEDS** -- List the net proceeds of each fund-raiser in this section. Completion of this section does not relieve you of the requirement to itemize total contributions of \$100 or more from an individual. Contributions received at a fund-raiser must be accounted for in such a way that if a contributor makes an aggregate contribution over \$100, this contribution can be listed on Schedule A as an itemized direct contribution instead of contained in Schedule B.

**SCHEDULE C - IN KIND CONTRIBUTIONS** -- All in kind contributions should be listed in this section including those from a candidate.

**SCHEDULE D - OTHER INCOME** -- List any other income such as refunds, uncashed returned checks previously reported as an expense, and interest earned.

**SCHEDULE E - EXPENDITURES** -- Contributions to candidates or committees must be itemized meaning that each recipient must be listed along with how much each received. Any debts or obligations listed on a previous report which have been paid should be shown as an expense. Items which have been purchased but not paid for should not be listed as an expenditure but rather on Schedule F as an obligation.

**SCHEDULE F - DEBTS AND OBLIGATIONS** -- All outstanding debts and unpaid bills on the closing date of the report should be listed. Debts and unpaid bills must be accounted for on succeeding reports. As unpaid bills listed in this section are paid, those payments would be listed on the expenditure page of succeeding reports. If an unpaid bill is forgiven during a succeeding reporting period, it should be shown as an in kind contribution to the campaign on the report covering the period when the debt was forgiven. If a monetary loan is forgiven during a succeeding reporting period, it should be shown as a contribution to the campaign and as a monetary load repaid on the summary page.

**SUMMARY PAGE** -- This page contains a summary of all the Schedules. The amount on hand at the close of the reporting period must equal the amount on hand at the beginning plus total monetary receipts plus monetary loans to the campaign minus loan repayments and expenses. The amount on hand at the close should accurately reflect the amount of money that the committee has at the end of the reporting period in their checking, savings, CD, and other accounts.

Name of Committee \_\_\_\_\_

For the reporting period ending \_\_\_\_\_

### Schedule A - Direct Contributions

This schedule is used for reporting all direct contributions. You must keep a record of all contributors, but for this report you may combine all contributions of less than \$100 from individuals and the same from political parties and enter these sums as unitemized contributions on their respective lines below and on the next page. Any contribution of \$100 or more or aggregate during a calendar year from an individual or political party and all contributions from PAC's must be entered as a separate item (itemized) giving the amount, name, address and place of employment (if applicable) of the contributor. Each type of contributor has their own section for itemization. This schedule may be duplicated if you need more space, or you may attach additional sheets of paper.

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Unitemized Contributions from Individuals:

\*\$ \_\_\_\_\_

Itemized Contributions from Individuals

Name	Residence Address	Place of Employment	
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____

Total of Itemized Contributions from Individuals:

\*\$ \_\_\_\_\_

Name of Committee \_\_\_\_\_

For the reporting period ending \_\_\_\_\_

### Schedule A - Direct Contributions (continued)

Unitemized Contributions from Political Parties: \*\$ \_\_\_\_\_

Itemized Contributions from Political Parties

Party Name	Address	
		\$ _____
		\$ _____

Total of Itemized Contributions from Political Parties: \*\$ \_\_\_\_\_

Itemized Contributions from Political Action Committees (PAC's)  
(All contributions from PAC's must be itemized.)

PAC Name	Address	
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____

Total Itemized Contributions from Political Action Committees: \*\$ \_\_\_\_\_

Total of All Direct Contributions (Sum of all lines with an \*) \$ \_\_\_\_\_

Name of Committee \_\_\_\_\_

For the reporting period ending \_\_\_\_\_

### **Schedule B - Fund-Raising Events Proceeds**

List on this schedule fund-raising events held to raise money for the committee and the net proceeds derived from each event. If a contributor gives \$100 or more or their contribution results in their aggregate being \$100 or more in the calendar year, those contributions must be itemized on Schedule A.

Type of Event

Net Proceeds

Total: \$ \_\_\_\_\_

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### **Schedule C - In Kind Contributions**

Report all non-cash contributions of goods or services and the estimated fair market value. If the value is \$100 or more, the name of the contributor, residence address and place of employment must be reported.

Nature of Non-Cash Contribution

Estimated Value

Name of Contributor

Total: \$ \_\_\_\_\_

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### **Schedule D - Other Income**

Use this schedule to report any refunds, interest earned or other income which is not a direct contribution.

Source of Income

Amount

Total: \$ \_\_\_\_\_

Name of Committee \_\_\_\_\_

For the reporting period ending \_\_\_\_\_

### Schedule E - Expenditures

This schedule is to report all expenditures relating to a committee's operation. Line items have been provided for reporting common expenses. All other expenses should be listed. All contributions to candidates and committees must be listed individually.

Item	Amount	Contributions Made to Candidates and Committees:
Advertising	_____	
Consulting	_____	
Postage	_____	
Printing	_____	
Rent	_____	
Salaries	_____	
Telephone	_____	
Travel	_____	
Utilities	_____	
Other Expenses:		

Total Expenditures: \$ \_\_\_\_\_

Name of Committee \_\_\_\_\_

For the reporting period ending \_\_\_\_\_

### **Schedule F - Debts and Obligations**

This schedule is to report all committee obligations which are unpaid at the end of the reporting period. If a service has been contracted but not billed, estimate the amount of the obligation.

Owed To	Purpose	Amount
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Total Obligations: \$ \_\_\_\_\_

Name of Committee \_\_\_\_\_

For the reporting period ending \_\_\_\_\_

### Summary Page

This summary sheet will give a brief outline of all campaign finance activity during this reporting period. Please transfer all totals from the schedules previously completed.

1. Amount on hand, if any, at beginning of reporting period \$ \_\_\_\_\_

2. Receipts

Schedule A - Direct Contributions \$ \_\_\_\_\_

Schedule B - Fund-Raising Events \$ \_\_\_\_\_

Schedule C - In Kind Contributions \$ \_\_\_\_\_

Schedule D - Other Income \$ \_\_\_\_\_

Total of all receipts \$ \_\_\_\_\_

3. Total Monetary Receipts (A+B+D) \$ \_\_\_\_\_

4. Monetary Loans to Committee During Reporting Period \$ \_\_\_\_\_

5. Monetary Loans Repaid During Reporting Period \$ \_\_\_\_\_

6. Expenditures - Schedule E \$ \_\_\_\_\_

7. Unpaid Obligations - Schedule F \$ \_\_\_\_\_

8. Amount on hand at the close of this reporting period.  
This should equal lines (1+3+4) - (5+6) \$ \_\_\_\_\_

If this is a postelection report, you must indicate the disposition of any remaining obligations or funds below:

A. List unpaid obligations and indicate their disposition:

B. Indicate disposition of any remaining funds: